



## **North Dakota Federal Title Programs Dispute Resolution Policy and Procedures**

Federal regulations require that each state adopt procedures for receiving and resolving disputes pertaining to any of the federal Title programs. A complaint will include an investigation by Department of Public Instruction (DPI) staff that will result in a determination of findings of facts, conclusions, and reasons for a final decision.

If a parent, school personnel or any interested person wishes to file a complaint, the following process must be followed:

- The written complaint must be sent via mail or e-mail to:  
[Director of Specific Title program]  
North Dakota Department of Public Instruction  
600 E Boulevard Avenue, Dept 201  
Bismarck, ND 58505-0440

### Federal Title Programs

Title I Part A	Laurie Matzke	<a href="mailto:lmatzke@nd.gov">lmatzke@nd.gov</a>
Title II Part A	Laurie Matzke	<a href="mailto:lmatzke@nd.gov">lmatzke@nd.gov</a>
Title III Part A	Lodee Arnold	<a href="mailto:laarnold@nd.gov">laarnold@nd.gov</a>
REAP/Transfer	Laurie Matzke	<a href="mailto:lmatzke@nd.gov">lmatzke@nd.gov</a>

- Any complaint must include:
  - The date;
  - The name of the district, unit, or individual the complaint is against;
  - The name, address, and telephone number of the person making the complaint;
  - A detailed description of the complaint, including specific facts; and
  - The signature of the person making the complaint.

When a written complaint is filed, the appropriate DPI Title director will investigate and issue a written response within sixty (60) calendar days from the date the complaint is received.

### Reconsideration

Once a response is received from DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent within thirty (30) days of the date of the Title director's response. The State Superintendent will issue a final decision within thirty (30) days of the request for reconsideration. Once a response is received from the State Superintendent, the person making the complaint may submit a reconsideration request in writing to The Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, D.C. 20208.

### Other Formal Dispute Resolution Procedures

Rules regarding dispute resolution between a school district and DPI regarding state or federal funds are outlined in chapter 67-22-01 of the North Dakota Century Code.